*To the Academic director*

*of GSOM Doctoral Program*

*prof. Galina V. Shirokova*

from Doctoral student

(name)

of the 1-2-3 year of studies

Request

Please approve my participation in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the conference/seminar/courses/winter&summer school) which will be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (where and when). During the conference I intend to make the presentation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify the topic).

Attachment: 1. Invitation from hosting organization / Confirmation from hosting organization (please choose).

2. Trip schedule

3. Expected costs.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ John Schmidt

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (scientific advisor’s signature and name)

Attachment 1: Invitation / Confirmation.

Attachment 2: Expected costs (are subject to small changes)

| Expenditure | Amount |
| --- | --- |
| EUR | RUR |
| Registration fee |  |  |
| Airplane tickets |  |  |
| Accommodation  |  |  |
|  |  |  |
|  |  |  |
| Total: | - |  |

Exchange rate RUR/ EUR: \_\_\_